

~~CONFIDENTIAL~~

~~SECRET~~

Handwritten: 136.2 GP WAM

Minutes of
COORDINATING MEETING
PREPARATIONS TO MOVE NPIC TO BUILDING 213

PRESENT:

Mr. Garrison

STAT

DOC	17	REV DATE	14-1-81	BY	006199
ORIG COMP	-	OPI	35	TYPE	01
ORIG CLASS	5	PAGES	3	REV CLASS	C
JUST	22	NEXT REV	2011	AUTH:	HR 10-2

1. Mr. Garrison opened the meeting by stating that the purpose of this meeting was to determine what problems, if any, existed to hinder the completion of the building by 30 December 1962.

2. The first item concerned Real Estate and Construction Division - -
[redacted] who answered the questions on the Agenda as follows:

STAT

a. The construction is on schedule. The plastering is no problem now. the Teleprompter will be ready by 1 December and the Computer will be completed by 1 January.

b. Actions, insofar as possible, have been taken on any areas behind schedule.

c. NPIC has identified those areas in the building which they want to commence occupying and a revised list is in process.

3. Representatives of NPIC --
[redacted] answered the following:

STAT

a. Have you provided template sketches? These are due in Supply Division on 1 November.

b. NPIC is now working on the Master Plan for moving equipment and classified material to Building 213. [redacted] stated he feels that NPIC is where they should be at this time, and that this answered b. and c. on the agenda.

STAT

d. [redacted] is fully aware of the problems connected with the move of NPIC from the Steuart Building to Building 213. He plans to use two shifts and figures that it will take 6 days -- 6 16 hour days.

STAT

3. As to elevator service, the day the Government occupies 213 is the day the elevators will be needed.

~~SECRET~~

4. Office of Security, [] said that they would be ready to take over the Building from December 15th on. With respect to a. on the Agenda, [] stated that a "verbal" feedback would be all right.

STAT

STAT

b. Boxes have been donated by a vendor and GSA has the tape.

c. Classified materials manifest form etc. has been discussed with NPIC. It will be the same as that used for the move to the new building.

d. The incinerator and pulping machines are both under installation.

e. The fire and civil defense alarm systems have been put in.

5. Supply Division -- []

STAT

a. A 1 November date has been agreed upon for receipt of templates using the PBS numbering system.

b. Areas to assemble furniture have been identified (3,500 sq. ft.) and labor from [] will be used. PD will be given a requisition ahead of time.

STAT

c. A contractor will buy and dispose of the packing and crating material.

d. Four crews of 5 men each will be obtained.

e. no.

f. Wanted 12 working days to assembly and position material, but will probably have to change this.

6. Procurement Division -- []

STAT

a. There were certain critical items which [] discussed with representatives of NPIC and these will be discussed further with every effort made to get them.

STAT

b. A schedule for in-process procurement for Building 213 has been in existence for some time and a constant check is made on this list.

c. Yes, a late delivery is expected on some equipment -- a requisition was just received yesterday for some filing equipment!

d. A delivery schedule does exist for equipment not expected until after 1 January.

~~SECRET~~

CONFIDENTIAL

~~SECRET~~

CONFIDENTIAL

e. With regard to a requisition for counter space which was to require placing bids etc. Mr. Garrison requested that these be purchased without placing bids, if possible. He said, "buy it anyway, but buy it fast."

7. Transportation Division - [redacted]

STAT

a. Transportation has been alerted orally, but is awaiting a memo from Supply Division for requirements for movement of material from [redacted] to 213.

STAT

b. Transportation Division has coordinated with RE&C to determine how funds for use in meeting entire cost of relocation of NPIC are to be identified.

c. Yes, Supply Division has indicated the volume of material to be transported from [redacted] to 213.

STAT

d. NPIC-controlled technical and operating equipment in locations other than the Steuart Building to be moved has been identified by NPIC to GSA/PBS and OL/TD is ready to supplement moving crews if necessary by providing trucks etc.

8. Logistics Services Division - [redacted]

STAT

Upon completion of the move to Building 213, a BSO will be set up with a list of common items and Log Services Division will be prepared to assist NPIC in any way possible.

9. The meeting adjourned at 1610.

CONFIDENTIAL

~~SECRET~~